



## **SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY**

**Human Resources**  
**240 Church Street**  
**Salinas, CA 93901**  
**Phone: (831) 775-5400 ext. 3007**

### **TYPING CERTIFICATE**

Verification of your typing skills is required. You may submit verification of your typing skill by obtaining a typing certificate from any of the approved agencies listed below.

A typing certificate issued by any of these agencies or issued by any federal, state, or local government agency may be used to verify typing skill for a period of up to 1 year from the date it was issued. Typing certificates must be on an official document or letterhead which bears your name and the name of the testing agency (copies are acceptable). Typing certificates issued from any other agency will be reviewed by Human Resources staff to determine its suitability.

<b>Center for Employment Training (CET)</b> <b>421 Monterey St., Salinas, CA</b> <b>Phone: 424-0665</b> <b>Hours: 8 am – 5pm; Monday – Friday</b> <b>Call for appointment</b> <b>Fee \$5.00</b>	<b>Seaside High School</b> <b>Vocational Education</b> <b>2200 Noche Buena, Seaside, CA</b> <b>Phone: 899-7028 extension 121</b> <b>By appointment only</b> <b>Fee \$10.00</b>
<b>Spherion Temporary Agency</b> <b>1191 N. Main St., Suite B., Salinas, CA</b> <b>Phone: 444-6000</b> <b>Hours: 9 am – 3 pm; Monday – Friday</b> <b>Appointments are preferred; walk-ins acceptable</b> <b>Fee \$10.00</b>	<b>Spherion Temporary Agency</b> <b>631 Cass Street, Suite A, Monterey, CA</b> <b>Phone: 373-4300</b> <b>Hours: 8 am – 5 pm; Monday – Friday</b> <b>Call for appointment</b> <b>Fee: \$10.00</b>
<b>Manpower</b> <b>622 Northridge Mall, Salinas, CA</b> <b>Phone: 443-8000</b> <b>Hours: 7 am – 6 pm; Monday – Friday</b> <b>Walk-ins acceptable</b> <b>Fee: \$15.00</b>	<b>Manpower</b> <b>680 Del Monte Shopping Center, Monterey, CA</b> <b>Phone: 646-1200</b> <b>Hours: 7 am – 6 pm; Monday – Friday</b> <b>Walk-ins acceptable</b> <b>Fee: \$15.00</b>
<b>Salinas Adult School</b> <b>20 Sherwood Place, Salinas, CA</b> <b>Phone: 796-6930</b> <b>Hours: Thursdays at 6:00 pm</b> <b>Walk-ins acceptable</b> <b>Fee: \$5.00 cash</b>	<b>Pinnacles High School-Education Center</b> <b>690 Main Street, Soledad, CA</b> <b>Phone: 675-2265</b> <b>Call for appointment</b> <b>Fee: \$10.00</b>

*This information is subject to change without prior notice.*